

**ORDINANCE NO. O2013-09**

12-04-09  
AN ORDINANCE OF THE CITY OF WILDWOOD FLORIDA;  
AMENDING SECTIONS 1.6, 1.14, 4.3, AND 5.2 OF THE  
LAND DEVELOPMENT REGULATIONS OF THE CITY OF  
WILDWOOD, FLORIDA; MODIFYING THE DEVELOPMENT  
REVIEW PROCESS FOR SUBDIVISIONS AND SITE  
PLANS; PROVIDING FOR CODIFICATION; PROVIDING  
FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE  
DATE.

**WHEREAS**, the City wishes to amend the review processes for certain development applications within the City of Wildwood.

**WHEREAS**, the City wishes to maintain sufficient oversight of development proposals by the Planning and Zoning Board and City Commission

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, by the City Commission of Wildwood, Florida, as follows:

**SECTION 1.** The amendments to Section 1.6 (Project Review Committee) of the Land Development Regulations are incorporated herein as "Exhibit A." The amendments are shown with ~~strikethrough~~ for deletions and underline for additions.

**SECTION 2.** The amendments to Section 1.14 (Project Approval Process) of the Land Development Regulations are incorporated herein as "Exhibit B." The amendments are shown with ~~strikethrough~~ for deletions and underline for additions.

**SECTION 3.** The amendments to Section 4.3 (Minor Site Plans) of the Land Development Regulations are incorporated herein as "Exhibit C." The amendments are shown with ~~strikethrough~~ for deletions and underline for additions.

**SECTION 4.** The amendments to Section 5.2 (Procedure for Subdividing Land) of the Land Development Regulations are incorporated herein as "Exhibit D." The amendments are shown with ~~strikethrough~~ for deletions and underline for additions.

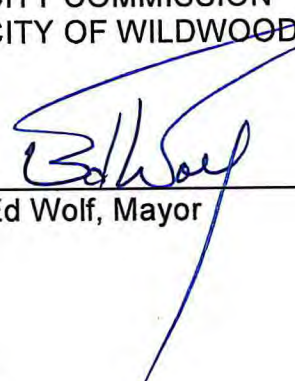
**SECTION 5.** All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.


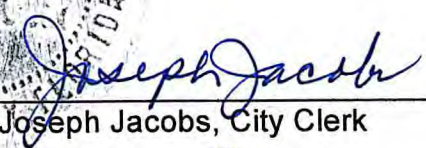
**SECTION 6.** If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

**SECTION 7.** This Ordinance shall be effective upon adoption during the second and final reading by the City of Wildwood City Commission.

**DONE AND ORDAINED** this 8<sup>th</sup> day of April, 2013, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

  
\_\_\_\_\_  
Ed Wolf, Mayor

  
ATTEST:   
\_\_\_\_\_  
Joseph Jacobs, City Clerk

First Reading:

March 25, 2013

Second Reading:

April 8, 2013

Approved as to form:

  
\_\_\_\_\_  
Jerri A. Blair, City Attorney

O2013-09 LDR Amendments

**Ordinance O2013-09**  
**Modifying the Development Review Process**

**“Exhibit A”**

**Modifications to Section 1.6 (Project Review Committee) of the Land Development  
Regulations**

#### 1.6. Project Review Committee (PRC)

(A) *Purpose.* The purpose of the Project Review Committee (PRC) is to gather information to aid staff in presenting projects, ~~and~~ to serve in an advisory capacity to the Planning and Zoning Board regarding certain proposed projects, and to approve certain proposed projects. Meetings of the PRC are not public hearings and are held for the purpose of reviewing a proposed project's compliance with the technical requirements of the Code.

(B) *Duties and responsibilities.* The Project Review Committee shall be responsible for reviewing certain applications with respect to their conformance to the rules and regulations as established in this Code. After review, the PRC may determine substantial changes are necessary to meet the regulations of this Code. In such cases the applicant shall resubmit the application to the office of Development Services Director. Upon determination the project is in conformance with this Code, the PRC shall recommend the Planning and Zoning Board hear the project, along with conditions if necessary. Recommendations, conditions and plans will be forwarded to the Planning and Zoning Board. The PRC shall review and make recommendations to the Planning and Zoning Board on the following applications:

- (1) Planned developments;
- (2) Site plans;
- ~~(3) Preliminary plans;~~
- (4) Improvement plans; and
- ~~(5) Final plats.~~

The PRC shall have the authority to approve minor lot splits, subdivision preliminary plans, and minor site plans in conformance with section 1.14 of this Code.

(C) *Project Review Committee Coordinator.* The Development Services Director shall be the liaison between the PRC and the Planning and Zoning Board and shall act as the Project Review Committee Coordinator. The PRC Coordinator shall have the following duties:

- (1) Receive all applicable applications and review each application for completeness. The applicant shall be notified of the PRC meeting within seven (7) days of the application being deemed sufficient;
- (2) Process all applicable applications to ensure compliance with this Code. The application shall be forwarded to the appropriate members of the PRC for their review; ~~and~~
- (3) Record and make available to the public meeting minutes of the PRC;
- ~~(4)~~ Present the recommendations of the PRC to the Planning and Zoning Board; ~~and~~
- (5) Approve, approve with conditions, or deny minor lot splits, subdivision preliminary plans, and minor site plans.

(D) *Membership.*

- (1) The PRC may consist of the following members who may be present when their expertise is necessary for determination of needs of a project:
  - (a) City Manager or authorized representative;
  - (b) Development Services Director;
  - (c) Public Works Director;
  - (d) City Engineer;
  - (e) Utilities Director;
  - (f) Building Services Director;
  - (g) Police Chief;
  - (h) Fire Chief;
  - (i) Representative of the applicable utility providers (electric, gas, etc);
  - (j) Representative from Sumter County; and
  - (k) Representative from the Sumter County School Board.



(2) The PRC shall meet ~~on-aat least once a~~ monthly basis provided the need is present to hold such meetings. An attempt should be made to have those persons present who have expertise necessary to determine issues concerning the project.

(3) Members of the PRC are required provide review comments in writing to the Project Review Committee Coordinator in advance of the meeting.

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\_\_\_\_ DC, Gloria R. Hayward, Sumter County Page 5 of 13 B:2602 P:295

**Ordinance O2013-09**  
**Modifying the Development Review Process**

**"Exhibit B"**

**Modifications to Section 1.14 (Project Approval Process) of the Land  
Development Regulations**

1.14. Project approval process.

(A) *Pre-application conference.* Pre-application conferences with City staff may be required. However, instances in which pre-application conferences are not required, they are strongly recommended to familiarize applicants with the development process and this Code. Any applicant seeking a pre-application conference shall notify the office of the Development Services Director.

(B) *General approval process.* The general approval processes for various types of project approvals are as follows:

- (1) Annexation:
  - (a) City Commission
- (2) Comprehensive plan amendment:
  - (a) Local Planning Agency (Planning and Zoning Board).
  - (b) City Commission.
  - (c) State agency review.
  - (d) City Commission.
- (3) Rezoning (Chapter 3):
  - (a) Project Review Committee (required only for planned developments).
  - (b) Planning and Zoning Board.
  - (c) City Commission.
- (4) Subdivisions (Chapter 5):
  - (a) Preliminary plan (may be combined with (b) Improvement Plan at applicant's risk):
    - (i) Project Review Committee.
    - ~~(ii) Planning and Zoning Board.~~
    - ~~(iii) City Commission.~~
  - (b) Improvement plan:
    - (i) Project Review Committee.
    - (ii) Planning and Zoning Board.
    - (iii) City Commission.
  - (c) Final plat:
    - (i) Project Review Committee.
    - (ii) Planning and Zoning Board.
    - (iii) City Commission.
  - (d) Re-plat:
    - (i) Project Review Committee
    - (ii) City Commission
  - ~~(e)~~ Minor lot split:
    - ~~(i) Development Services Director.~~ Project Review Committee
- (5) Site plan (Chapter 4):
  - (a) Project Review Committee.
  - (b) Planning and Zoning Board.
  - (c) City Commission.
- (6) Minor site plan (Chapter 4)
  - (a) ~~Development Services Director~~ Project Review Committee.
- (7) Conditional use permit (Chapter 3):
  - (a) Project Review Committee.
  - (b) Planning and Zoning Board.
  - (c) City Commission.

(8) Variance or special exception use (Chapter 3):

(a) Planning and Zoning Board.

(9) Developments of Regional Impact (DRIs). Developments of Regional Impact shall follow the procedures set forth by Florida statute.



**Ordinance O2013-09**  
**Modifying the Development Review Process**

**“Exhibit C”**

**Modifications to Section 4.3 (Minor Site Plans) of the Land Development  
Regulations**

#### 4.3. Minor site plans.

(A) *Purpose.* Minor site plans are required for residential and nonresidential development that has been determined by the Development Services Director to have limited potential for off-site impacts. Minor site plans may be approved by the ~~Development Services Director~~ Project Review Committee. Due to the limited off-site impacts, submittals are not required to provide all required information listed in section 4.4 below. However, interested applicants are required to confer with the Development Services Director on the information that is required for minor site plan approval.

(B) *Applicability.* Minor site plans may include the following:

- (1) Single-family detached and attached dwelling units or minor appurtenances thereto, such as private swimming pools and screen enclosures.
- (2) Additions to existing structures that are less than 50 percent (50%) of the total square footage of the existing structure and do not exceed 2,500 square feet.
- (3) For changes in use without addition to existing structures but require other on site improvements such as stormwater or parking improvements.

(4) For minor modifications to approved site plans.

(45) Accessory structures used for storage purposes only that adhere to the following criteria:

- (a) Shall not exceed 600 square feet;
- (b) Height is restricted to one story;
- (c) Must be of similar construction and architectural style as the primary structure;
- (d) Shall be a permanent structure constructed on a foundation having either a concrete slab or stem wall and meet the minimum requirements of the Florida Building Code;
- (e) Must meet all applicable zoning regulations; and
- (f) Shall only be utilized for storage use.

**Ordinance O2013-09**  
**Modifying the Development Review Process**

**“Exhibit D”**

**Modifications to Section 5.2 (Procedure for Subdividing Land) of the Land  
Development Regulations**

## 5.2. Procedure for subdividing land.

(A) *Stages.* All submittals of plans and applications will be made to the Development Services Department. There shall be three (3) stages for the approval of all subdivision plats. The City will allow applicants to combine the first two stage of the subdivision approval process at the applicant's risk. These stages are intended to permit full and adequate review by the City in order to ensure and protect the public interest. These two stages are hereby established:

- (1) Preliminary plan;
- (2) Improvement plan; and
- (3) Final plat

(B) *Pre-application conference.* A pre-application conference is recommended for interested applicants wishing to record a plat. The pre-application conference may avoid heavy expenditures of time, effort and money only to find, unnecessarily, that costly changes are required by the City to make the proposed plans conform to its requirements. Interested applicants are recommended to submit as much information (i.e. detailed plans) in advance of the pre-application conference to aid in the process.

(C) *Review of preliminary plan.*

(1) *Purpose.* The purpose of the preliminary plan is to provide for an initial review of the subdivision proposal and the basic development concepts prior to proceeding with the detailed phases of the improvement plan.

(2) *Application.* Interested developers shall submit an application to the Development Services Department; appropriate fees shall be paid at the time of submittal.

(3) *Review process.* Each preliminary plan shall be subjected to the review and approval processes outlined in section 1.14 of this Code.

(D) *Review of improvement plans.*

(1) *Purpose.* The purpose of the improvement plan is to permit complete and accurate presentation of technical data and engineering drawings in such a manner as to allow complete review and evaluation of the proposed development to the provisions of this Code and its impact upon both the site and surrounding areas. Construction shall not begin until the applicant has received improvement plan approval.

(2) *Application.* Interested applicants shall submit an application to the Development Services Department; appropriate fees shall be paid at the time of submittal.

(3) *Review process.* Each improvement plan shall be subjected to the review and approval processes outlined in section 1.14 of this Code.

(E) *Review of final plat.*

(1) *Purpose.* The purpose of the final plat is to ensure the preparation, completion and recording of a final plat map and its accompanying legal documentation and the review and approval of final technical submittals and engineering drawings.

(2) *Application.* Interested subdividers shall submit an application to the Development Services Department; appropriate fees shall be paid at the time of submittal.

(3) *Review process.* A final plat shall be subjected to the review and approval process as outlined in section 1.14 of this Code.

(4) *Recording of final plat.* The mylar, or equivalent material copy, of the approved final plat will be retained by the City for the purpose of recording with the Clerk of the Courts of Sumter County after approval by the City Commission. All fees and documents required by the Clerk for filing and recording of the approved final plat shall be transmitted through the Development Services Department to the County Clerk when final approval is received. No plat of lands in Wildwood subject to this Code shall be recorded, whether as an independent instrument or by



attachment to another instrument entitled to record, unless and until such plat has been approved by the City Commission.

(F) Re-plats.

Modifications to the previously approved plats that do not increase the number of lots shall be considered as re-plats. Each re-plat shall be subjected to the review and approval processes outlined in section 1.14 of this Code.